



Copley-Fairlawn City School District
 3797 Ridgewood Road
 Copley, OH 44321-1665
 (330) 664-4800 (Board of Education)
 (330) 664-4855 (Pupil Services)
 Fax: (330) 664-4811

**RECORD RELEASE
 NEW OR WITHDRAWING STUDENT**

Date _____

Please release all school records including:

- Cumulative records (including attendance and discipline records)
- Transcripts
- Health Records
- Group test scores –Achievement/OAT/OAA/OGT Scores
- Ohio Test of English Language Acquisition (OTELA) Scores or Equivalent
- K-RAL or KRA Scores (if available)
- Psychological reports and Multi-Factored Evaluations (M.F.E.)
- Individualized Education Programs (I.E.P.)
- Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP)
- Related special educational forms, as applicable
- 504 Plan
- Discipline Files

Please send to:

- | | | |
|---|---|--|
| <input type="checkbox"/> Copley High School
3807 Ridgewood Road
Copley, OH 44321
(330) 664-4822
FAX: (330) 664-4951 | <input type="checkbox"/> Copley-Fairlawn Middle School
1531 S. Cleve-Mass. Road
Copley, OH 44321
(330) 664-4875
FAX: (330) 664-4912 | <input type="checkbox"/> Arrowhead Primary School
1600 Raleigh Blvd.
Copley, OH 44321
(330) 664-4885
FAX: (330) 664-4927 |
| <input type="checkbox"/> Fort Island Primary School
496 Trunko Road
Fairlawn, OH 44333
(330) 664-4890
FAX: (330) 664-4921 | <input type="checkbox"/> Herberich Primary School
2645 Smith Road
Akron, OH 44333
(330) 664-4991
FAX: (330) 664-4989 | <input type="checkbox"/> Pupil Services Dept.
3797 Ridgewood Road
Copley, OH 44321
(330) 664-4855
FAX: (330) 664-4854 |

Student's Name _____
 Last Grade Attended _____ Date of Birth _____
 Signature of Parent/Legal Guardian _____

NEW STUDENTS ONLY

Former School _____ Phone Number _____
 Address _____
 Date withdrawn from above school _____ Date Entered Above School _____

WITHDRAWN STUDENTS ONLY

New School _____
 Address _____
 Date withdrawn (Last day attended) _____

School Use Only

_____ Records Requested _____ Records Received
 _____ Records Sent _____ Release Form (copy sent to Director of Pupil Services)
 _____ Special Education Records (copy sent to Director of Pupil Services)

Neither state nor federal law requires consent or parental signature to transfer student records to an educational institution for legitimate educational purposes. O.R.C. 3319.321 (c) 20USCA 1232g(b)(1)(B)